



DEPARTMENT OF THE ARMY
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN
FORT IRWIN, CALIFORNIA 92310

REPLY TO
ATTENTION OF:

AFZJ-CG

14 Feb 14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Letter 04, Prevention of Sexual Harassment (POSH)

1. PURPOSE: To ensure personnel are aware that sexual harassment will not be tolerated at the National Training Center and Fort Irwin.

2. APPLICABILITY: This policy applies to all military personnel, civilian employees, and applicants for employment at the National Training Center and Fort Irwin.

3. REFERENCES:

- a. AR-690-12, Equal Employment Opportunity and Affirmative Action, dated 4 Mar 08
- b. AR-600-20 Army Command Policy, dated 18 Mar 08
- c. DA Instruction & Guidance for Implementing 29 CFR 1614, Nov 99 as amended.
- d. 42 USC § 2000e [Title 7 - EEO]
- e. 10 USC § 1561 [DOD Sexual Harassment complaint procedures].

4. POLICY:

a. As the Senior Commander of the National Training Center and Fort Irwin I am personally committed to fostering an environment with standards of honesty, integrity and conduct to ensure the proper performance of the Army and NTC mission. Sexual Harassment violates these standards, undermines interpersonal, and interferes with the effectiveness of the NTC and Fort Irwin.

b. Sexual Harassment is a form of gender discrimination that involves unwelcome sexual advances, suggestive gestures, request for sexual favors and other verbal or physical conduct of a sexual nature. Unwelcome behavior of a sexual nature constitutes sexual harassment when:

(1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's job, or pay.

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

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c. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affects the career, pay or job of a service member or civilian employee is engaging in sexual harassment.

d. Sexual harassment is unacceptable behavior. It is a violation of the high standards of conduct that I expect from all personnel at every grade engaged in our mission. Sexual harassment will not be tolerated and individual engaging in such behavior will be held accountable. I have Zero Tolerance policy when it comes to any form that violates Title IIV of the Civil Rights Act of 1968 as amended.


e. Individuals who think they are being sexually harassed by supervisor, co-workers or peers should make it clear such behavior is offensive and unacceptable. Allegations of sexual harassment should be reported to the appropriate supervisory level. It is the responsibility of every supervisor and manager to examine the matter and take appropriate action ensuring that instances of sexual harassment are addressed promptly, fairly, and effectively. Commanders, managers, and leaders at all levels will ensure that anyone filing a complaint alleging sexual harassment will be protected against acts or threats of reprisal and retaliation.

f. In addition to, or as an alternative to, reporting sexual harassment to your supervisor, there are several other avenues of redress available to you. Anyone, service members or civilian, may make such reports to the *Equal Opportunity Advisor (EOA)* Office, the Inspector General, a Chaplain, Medical agency personnel, the Staff Judge Advocate or someone in a higher echelon in your chain of command. In addition to these alternatives, a civilian who believes that he or she is being sexually harassed may bring his or complaint to the *Equal Employment Opportunity (EEO) Office* or to an EEO Counselor.

g. I expect your full support in and commitment to the NTC and Fort Irwin's standards for conduct and prevention of sexual harassment.

5. SUPERSESION: This policy letter supersedes all previous NTC policy letter subject as above.

6. The proponent for this letter is the EEO Director at 4-4961


TERRY R. FERRELL
Brigadier General, USA
Commanding

DISTRIBUTION:

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